



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF INVESTIGATOR, COMPLIANCE/ENFORCEMENT</b>	<b>40</b>	<b>D</b>	<b>11.290</b>

Under general supervision of the Program Administrator or Division Chief, is responsible for all investigative, law enforcement and program related activities of investigative and program staff in assigned region.

Coordinate and direct the compliance/enforcement activities of the region based on agency goals and objectives through the development of appropriate staffing levels and assignments; work jointly with public officials, local law enforcement and the community in maintaining a comprehensive compliance/enforcement program; provide support or backup to allied agencies.

Review initial complaints, problems or requests and assign to staff; activities are monitored on a daily basis and final reports are reviewed and checked for accuracy, clarity and format to ensure policy and procedure is followed.

Direct specialized investigations involving activities of businesses, their owners and/or employees; monitor fraudulent activity, major program violations, or misconduct of staff; submit reports and recommendations to supervisor for review.

Assist the agency head in the preparation of the Program's biennial budget by ensuring all investigative and enforcement activities of the program area are adequately funded and properly justified through research and documentation.

Monitor existing regional budget and approve purchases up to established limits, requests for overtime, comp time and personal leave.

Oversee the training of staff based on projected or recommended needs in the area of enforcement, investigations, inspection, community relations, program rules and regulations and related laws; review and approve training programs to ensure compliance with program goals and objectives.

Prepare and approve work schedules which involves assigning days off, duty hours or compensatory leave and allocating staff to shifts based on assessed needs; maintain reporting procedures and review status reports to determine achievement of objectives.

Supervise the use and repair of property and equipment by inspecting and ascertaining repairs or replacement; analyze equipment requests; determine needs and make requests to the agency head.

Perform research to identify program needs or development of new programs; implement new procedures, develop written proposals and presents to management; submit requests for procedural changes in order to improve compliance and enforcement techniques.

Respond to public or industry complaints or requests by answering questions and providing information, explaining procedures, rules and resources; develop training programs and provide assistance to promote awareness, education and good relations; perform the duties of the Program Administrator or Division Chief in his/her absence.

Work directly with the Program Administrator, agency head, business representatives, the complainant, judicial system, and law enforcement agencies regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions, penalties or addressing before a board or commission; may provide testimony in a court of law.

Supervise a staff of investigators that perform compliance/regulatory duties for a specific program area (i.e., vehicle enforcement, taxicab authority, Public Service Commission).

Enforcement powers are that of Category II Peace officers and have police powers for the enforcement of the provisions of the Nevada Revised Statutes relating to their specific program area and any observed criminal activity. Firearms are carried in the performance of their duties; may operate an authorized emergency vehicle and must meet P.O.S.T. certification requirements.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment and throughout employment.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and four years of investigative and/or law enforcement experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in law enforcement, investigative, regulatory, program related or comparable setting; **OR** high school graduation or equivalent (GED) and six years of investigative or law enforcement experience as outlined above; **OR** two years as a Compliance/Enforcement Investigator III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Thorough knowledge of:** laws of arrest, rules of evidence, rights of citizens, search and seizure, court procedures and general law enforcement. **Knowledge of:** record keeping practices and procedures. **Ability to:** gain the respect of others; negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; assist in the development of division goals, objectives, operating policy and procedure.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** Nevada Revised Statutes, agency policy and procedure and federal laws that pertain to the supervision of investigative and enforcement activities. **Knowledge of:** supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. **Ability to:** maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public; provide in-service training to subordinates on program rules and regulations,

**MINIMUM QUALIFICATIONS (cont'd)****FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd):**

investigative and enforcement techniques and court room procedures; motivate others to take appropriate action; communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

**11.290**

ESTABLISHED: 7/1/91P  
10/19/90PC  
REVISED: 11/15/91PC  
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REVISED: 3/29/01UC